

Introduction

WorldSkills Australia will be implementing a Safety Management Plan for the Competitions. The Safety Management Plan will ensure all of the competitions are organised and conducted in a safe manner.

The Safety Management Plan encompasses the requirement for organisations to conduct a risk assessment for an event. All people associated with the Competitions will be required to fulfil the relevant requirements identified in the Safety Management Plan.

SAFE WORK METHOD STATEMENT

Competitors will be required to complete a Safe Work Method Statement as part of their training in preparation for the competitions. The Safe Work Method Statement is to be handed to the Chief Judge in each category during the briefing period. No competitor will be allowed to compete in the Competition unless a Safe Work Method Statement has been completed and submitted.

What is a Safe Work Method Statement?

This is a written document that describes the work to be carried out, outlines the hazards involved with the work, lists the control measures for the hazards identified and specifies who is responsible for the control measures.

What is the purpose of the Safe Work Method Statement?

The purpose of the Safe Work Method Statement is to prevent safety incidents.

How do I complete the Safe Work Method Statement?

With reference to the Competitors Pre-Competition Information, your participation in the competition and your industry experience, you will need to identify any hazards associated with your category area and the tasks you will be required to complete as part of the Competition.

There are four (4) columns in the Safe Work Method Statement:

- Work Activity – list the type of work you will be doing
- Potential Hazards – list potential hazards associated with this type of work
- Hazard Control – list how the hazard will be controlled
- Responsibility – list who is responsible for the hazard control

Example

- Work Activity – Photocopying
- Potential Hazard – Eye Damage from the brilliant light
- Hazard Control – Always close the lid on the article to be photocopied
- Responsibility – Competitor – operate equipment safely

Complete the attached Safe Work Method Statement and ensure you take this with you to the competition and hand in to your Chief Judge prior to the start of the competition.

An excellent reference is: www.education.vic.gov.au/safe@work/workplace_hazards.asp
Select Office Environments.

2011 WorldSkills Australia VETiS School / College Competition



Safe Work Method Statement



Competitor's Name **Category**

WORK ACTIVITY	POTENTIAL HAZARDS	HAZARD CONTROLS	RESPONSIBILITY
1.			
2.			
3.			
4.			
5.			

I confirm that I have been trained in the equipment required to do the task and I have identified and addressed any potential hazards.

Signed

Date